



## Administrative Policies and Procedures: 16.29

<b>Subject:</b>	Resource Home Board Rates
<b>Authority:</b>	TCA 37-5-105; 37-5-106
<b>Standards:</b>	DCS Practice Standards - 2-501
<b>Application:</b>	DCS Regional Foster Care Staff

### Policy Statement:

Resource parents providing residential care for children in state custody shall be paid a board rate fairly and efficiently. This rate shall be based on the needs of the child and the funding made available by the Tennessee Legislature.

### Purpose:

The Board Rate payments are designed to help resource parents defray the cost of caring for children in the custody or guardianship of DCS. This policy is to help inform DCS staff and DCS resource families of the rates, the payment process, and the process of requesting rates above the regular rate. It should also help resource families understand some of the expected utilization of the board payments.

### Procedures:

#### A. Contract

1. On the day of placement in a resource home, the **Family Service Worker (FSW)** of the child's county of venue shall prepare **form CS-0565, Daily Rate Child Placement Contract**, and sign it with the resource parents.
2. No Child may be placed in a resource home without **form CS-0565, Daily Rate Child Placement Contract** or the **Foster Home Placement Checklist, form CS-0544**.
3. The contract must be completed, with all blank spaces filled in, or N/A (not applicable) used. The resource parents, FSW and the supervisor must sign the contract in ink. A copy is to be left with the resource family and a copy sent to the **Placement Service Division (PSD)** within one (1) business day of the placement being made.
4. A copy of **CS-0565, Daily Rate Child Placement Contract** shall be maintained in the resource parent case file and a copy shall also be maintained in the Expenses section of the child's case file as outline in DCS policy **31.5, Program Operations Child Case Files**.

<b>B. Resource Home Board Rates</b>	<ol style="list-style-type: none"> <li>The DCS Resource Home Board Rates are categorized in three levels:               <ol style="list-style-type: none"> <li><b>The Regular Board Rates:</b> \$20.62 per day for children up to age 11 years and \$24.23 per day for children 12 years and older;</li> <li><b>The Special Circumstance Board Rates:</b> \$22.69 per day for children up to age 11 years and \$26.65 per day for children 12 years and older;</li> <li><b>The Extraordinary Board Rates:</b> Will be determined on a case by case basis, but do not exceed \$60.00 per day</li> </ol> </li> <li>These rates are effective for any contract signed on or after the revision date of this policy and have the cost of respite care included.</li> <li>Resource Home Board Rates are based on the age of the child and a review of the child's documented level of need and are <u>not</u> linked to the means of the resource family.</li> <li>The Regional Administrator/designee will work with the Regional Health Units regarding children who may have medical issues to determine their level of need.</li> <li>Private Provider Agencies must also provide board payments to resource families and may set their own rates and terms of payment, provided they meet they meet the Southeastern Regional USDA guidelines.</li> </ol>
<b>C. Regular Board Rates</b>	<ol style="list-style-type: none"> <li>Regular Resource Home Board Payments are available for all children in DCS custody or guardianship placed in approved resource homes.</li> <li>If there are significant changes in the child's circumstances and the resource family wishes to request a different rate, the steps outlined for the special or extraordinary rates must be completed.</li> </ol>
<b>D. Special Circumstance Board Rates</b>	<ol style="list-style-type: none"> <li><b>Special Circumstance Rates</b> are designed for children with unique needs due to a diagnosed medical or mental health condition or a child who requires a level of supervision exceeding that of his/her peers or extra care due to physical, emotional, or mental handicaps. Children with special behavioral problems or alcohol and drug issues may also be eligible.</li> <li>The FSW must complete the <b>Request for Special or Extraordinary Board Rate, form CS-0674</b> and submit it to the team leader prior to placement of the child in a resource home or within five (5) days of notification of the child's special needs from the resource parents or other professionals involved with the child.</li> <li>The team leader shall within five (5) working days respond in writing to the request. A copy of the approval for a special rate must be filed in the child's case file, along with the supporting documentation and an updated <b>form CS-0565</b> must be completed. A copy is to be left with the resource family and a copy sent to the PSD within one (1) business day of the placement being made or the approval of a rate change.</li> <li>If approved by the team leader, the resource family shall be reimbursed at the current, special circumstance daily board rate.</li> <li>The FSW must submit an updated written request for a special circumstance</li> </ol>

	<p>rate to the team leader every six (6) months for a re-evaluation in order for a special circumstance rate to continue. There can be no automatic re-approvals of a special circumstance rate; there must always be a re-evaluation to include current justification documentation.</p> <ol style="list-style-type: none"> <li>6. Any special circumstance rate contracts that are not re-approved within six (6) months of the existing authorization will be paid at the regular board rate.</li> <li>7. No retroactive special circumstance rates will be paid if there is a lapse in re-approval.</li> <li>8. The Central Office Review Committee is available to provide assistance in cases where the dialogue regarding the rate has reached an impasse at the regional level.</li> </ol>
<b>E. Extraordinary Board Rates</b>	<ol style="list-style-type: none"> <li>1. <b>Extraordinary Board Rates</b> are reserved for children in foster care whose needs are <b>so unique and extensive</b> that they cannot be met at the regular or special circumstance rate. The FSW may submit a request to the Team Leader/Team Coordinator, as appropriate, for an extraordinary rate.</li> <li>2. The request must be made in writing, utilizing the <b>Request for Special or Extraordinary Board Rates, form CS-0674</b>. Any medical and/or psychological documentation must be attached to the request, as well as a functional assessment, social history or any additional material needed to adequately describe the child's condition.</li> <li>3. The FSW must submit their requests in writing for an extraordinary board rate prior to the placement or within five (5) days of notification of the child's unique needs by the resource parents or other professionals involved with the child.</li> <li>4. The Regional Administrator/designee will review the request for an extraordinary rate within five (5) days of receipt from the Team Coordinator; and if approved, a rate code shall be given to the FSW. A new <b>Daily Rate Child Placement Contract, form CS-0565</b> must be completed and signed by the resource parents, and entered into ChiPFinS.</li> <li>5. The FSW must submit updated documentation to Regional Administrator or designee every six (6) months for a re-evaluation in order for an extraordinary board rate to continue. The process for re-evaluation will be the same as the original approval process, and requires the completion of an updated <b>Form CS-0674</b>, along with all current medical and psychological documentation, functional assessment and any other material and documents needed to adequately describe the child's condition. The determination to continue the extraordinary board rate will be based solely on the <i>current</i> care and treatment needs of the child.</li> <li>6. After the re-evaluation, if the extraordinary board rate approval is continued, the FSW will notify the PSD/designated staff who will update the re-evaluation due date in ChiPFinS.</li> <li>7. Any extraordinary board rate contracts that are not re-approved within six (6) months of the existing authorization, will be paid at the regular board rate until documentation is submitted and approval is granted for another pay rate.</li> <li>8. No retroactive extraordinary rates will be paid if there is a lapse in re-approval</li> </ol>

	<p>and there can be no automatic re-approvals of extraordinary rates.</p> <p>9. The Central Office Review Committee is available to provide assistance in cases where the dialogue regarding the rate has reached an impasse at the regional level.</p>										
<b>F. ChiPFinS Contracts</b>	<ol style="list-style-type: none"> <li>1. Upon placement of a child in a resource home or the approval of a new board rate, within seven (7) days the PSD/designated staff must ensure that the child's information, the resource parent's information, and the contract are entered into ChiPFinS.</li> <li>2. The PSD/designated staff must also ensure that any previous contracts are terminated to prevent an overpayment of services.</li> <li>3. Resource families must have a valid <b>Substitute W-9 form</b> on file with DCS Finance Services; and the name, address, and other identifying information on the contract must be exactly the same as the name and address on the W-9 form.</li> <li>4. Each resource home board payment must be confirmed in the ChiPFinS system twice each month, by cut-off dates, in order for the resource parent to receive the board payment in a timely manner.</li> <li>5. When a child leaves a resource home, the board payment must be terminated in ChiPFinS. This data must be entered into ChiPFinS on the date the child leaves, but no later than two (2) days after the move.</li> </ol> <p><b>Note:</b> See the <i>ChiPFinS Training Manual</i> for more information.</p>										
<b>G. Initial Clothing Outlay and Clothing Allowance</b>	<ol style="list-style-type: none"> <li>1. The Court Liaison, FSW, and CPS staff shall make every attempt to obtain the child's clothing from the parents or guardians at the time the child comes into state custody. If the child's clothing is inadequate, the child may receive an initial clothing outlay within thirty (30) days of entering custody in the following amounts: <table> <tr> <th>Age</th><th>Amount</th></tr> <tr> <td>0 through 2 years</td><td>- \$125</td></tr> <tr> <td>3 through 4 years</td><td>- \$175</td></tr> <tr> <td>5 through 12 years</td><td>- \$200</td></tr> <tr> <td>13 years and over</td><td>- \$250</td></tr> </table> </li> <li>2. Each child entering state custody and is in need of clothing shall be eligible for the initial clothing outlay, regardless of placement plans.</li> <li>3. The team leader may approve extra clothing outlays in emergency situations. (i.e. Extremely inadequate clothing supply or unusual growth/weight fluctuations). These situations must be thoroughly documented in the child's case recordings and/or in TN KIDS.</li> </ol>	Age	Amount	0 through 2 years	- \$125	3 through 4 years	- \$175	5 through 12 years	- \$200	13 years and over	- \$250
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	<ol style="list-style-type: none"> <li>The FSW shall complete the authorization for the purchase of clothing and submit <b>CS-0540, Clothing Purchase Authorization</b>, in compliance with fiscal policy and procedures.</li> <li>Children in DCS resource homes shall receive their clothing allowance from the board payment made to the resource parents. The clothing allowance is factored into the daily board rate and should be used by the child or on behalf of the child at a rate consistent with the child's age and developmental status, but no less than \$1 per day.</li> <li>Custodial children in Private Provider placements receive clothing allotments through the per diem rate paid to the agency. Since the private provider has already been paid the per diem rate, it is their responsibility to ensure children have adequate clothing after placement into the program.</li> </ol>
<b>H. Child's Personal Allowance</b>	<ol style="list-style-type: none"> <li>All custodial children in DCS resource homes shall receive a personal allowance from the board payment that is paid to the resource parents. Their personal allowance is factored into the daily board rate, and should be given to the child by the resource parents at a rate consistent with the child's age and developmental status but averaging no less than \$1 per day.</li> <li>Custodial children in Private Provider placements receive their personal allowance through the per diem rate paid to the agency. Since the Private Provider agency has already been paid the per diem rate, it is the agency's responsibility to ensure children receive a personal allowance.</li> </ol>
<b>I. Travel</b>	Routine travel that is within fifty (50) miles one-way is incorporated in to the resource home board rate. (See <a href="#">DCS Policy 16.8, Responsibilities of Resource Parents</a> for Additional Details.)

<b>Forms:</b>	<a href="#"><u>CS-0493 Standard Claim Form</u></a> <a href="#"><u>CS-0540 Clothing Purchase Authorization</u></a> <a href="#"><u>CS-0674 Special or Extraordinary Rate Request</u></a> <a href="#"><u>CS-0565 Daily Rate Child Placement Contract</u></a> <a href="#"><u>CS-0544 Foster Home Placement Checklist</u></a> <a href="#"><u>Substitute W-9</u></a>
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<b>Collateral Documents:</b>	<b><i>ChiPFinS Training Manual</i></b>
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